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Chief, Management Staff

Chief, O&M Staff (DD/S Area)

Work Report for Period 1 November 1956 Through 7 November 1956

1. Accomplishment

- a. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [redacted] and [redacted] Transfer of Area Position. [redacted] 25X1A6a 25X1A9a
- b. In conjunction with the Assistant to DD/I (Admin), briefed a member of a White House Committee Staff on the relationships between civil and military components of National Intelligence. [redacted] 25X1A9a

2. Assignments (Active)

- | | | <u>Target Date</u> | |
|---------|---|--------------------|---------|
| 25X1A9a | a. MS 5-1E, Compt., Study of Technical Accounting Staff. [redacted] | 15 November 1956 | |
| 25X1A9a | b. MS 5-1F, Compt., Study of Program Analysis Staff. [redacted] | 15 December 1956 | |
| 25X1A9a | c. MS 5-38, T/O System Analysis, Manpower Control. [redacted] | 1 December 1956 | |
| | d. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [redacted] | 15 November 1956 | 25X1A9a |
| | e. MS 6-47, Compt., Study of Use of UV Funds to Pay Agency Employees, Isolation. [redacted] | 7 November 1956 | 25X1A9a |
| 25X1A9a | f. MS 6-48, OS, Reorganization of Support Branch, SSD. [redacted] | 30 November 1956 | |
| 25X1A9a | g. MS 6-49, OTR, Study of OTR Language and Area Instruction. [redacted] | 1 December 1956 | |
| | h. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to OCR and Establishment of Communism Library. [redacted] | 1 December 1956 | 25X1A9a |
| 25X1A9a | i. MS 6-66, Compt., Music System Proposed for Payroll Branch. [redacted] | 15 January 1957 | |

3. Assignments (Inactive)

- a. MS 5-1, Compt., Study of the Comptroller Organization. [redacted] 25X1A9a

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- 25X1A9a b. MS 5-1D, Compt., Study of the Budget Division. 15 December 1956
- 25X1A9a c. MS 6-47, Compt., Study of Use of UV Funds to Pay Agency Employees, Components other than OTR. 15 January 1957
4. Training
- a. 5 Hours - Reading Improvement Course. 25X1A9a
- b. 4 Hours - Conference Leadership Course. 25X1A9a
- c. 1 Hour - Indoctrination in other M.S. Components. 25X1A9a

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